

**TOWN OF MARION  
JOB DESCRIPTION  
TOWN PLANNER**

**SUMMARY:**

Professional and technical work is needed in assisting the Marion Planning Board and the Southeastern Regional Planning and Economic Development District (SRPEDD) in its development of a Master Plan for the town, providing professional and land-use advice to regulatory boards and coordinating public forums. Additionally, the candidate will perform all other related work as required. This is a part-time sixteen hour per week position.

**PRIMARY DUTIES:**

Coordinates and assists the Marion Planning Board and the SRPEDD agency in the development and formulation of the 9-element Marion Master Plan to improve the community by accomplishing goals such as accommodating population trends, targeted business growth, land use, and revitalizing physical facilities and infrastructure. In this position the planner will lead and collaborate with the Planning Board, Master Plan subcommittee and its advisors, Town Departments, and SRPEDD in order to develop the master plan and then oversee its implementation.

Coordinates and assists in the formulation and modification of by-laws and regulations related to the promotion of planning and development goals and objectives (such as zoning by-laws). Initiates and participates in the formulation of policies related to development, environmental protection and other concerns of the Town.

Planner must possess skills to study the social, cultural, historical, environmental, political and physical conditions of the community using various sets of data, and develop written conclusions and recommendations based on their analysis and study.

Planner advises and provides technical assistance to the Planning Board and other town boards, committees, and officials on issues related to planning and development. Coordinate public forums and public participation meetings relative to the Master Plan. Provides guidance pertaining to community development and renewal. Makes public presentations explaining development and planning issues and activities.

Educates and explains planning and regulatory activities and requirements to the general public, town boards and local organizations. Planner serves as a point of contact for the Town on planning and development issues. Serves as liaison relative to planning and development issues as they relate to the activities of the Board of Selectmen, Planning Board, Conservation Commission, Board of Health, DPW Superintendent, etc. on planning and development issues. Performs other related work as may be required or assigned by the Planning Board.

### **EDUCATION/BASIC KNOWLEDGE**

Bachelor's degree in urban or regional planning and/or development or related field; or any equivalent combination of education and experience. Thorough knowledge of local zoning by-laws, subdivision regulations, applicable state statutes, rules and regulations, and current and comprehensive planning and development principals and techniques. Basic knowledge of site engineering with ability to read maps and plans. Strong oral and written communication skills required. Requires significant computer knowledge.

### **EXPERIENCE**

Two years of progressively responsible planning and/or development experience; or two years of experience with a Master's degree in a related field.

### **JUDGMENT AND INITIATIVE**

Exercises considerable independent judgment and initiative in developing and implementing policies and programs which deal with the community development activities of the Town, and managing technical projects and departmental affairs.

### **SUPERVISION REQUIRED**

Shall work under the supervision of the Planning Board in carrying out policies and procedures. Normally works independently carrying out the requirements of the job, reporting any unusual circumstances and conditions to the Town Administrator as required.

### **ACCOUNTABILITY**

Errors in technical application of planning and development procedures or in the interpretation of state and local laws, community attitudes and regional developments could result in recommendations and policies adversely affecting community developments, land use patterns, legal ramifications, and economic and social welfare.

### **CONTACT WITH OTHERS**

Makes frequent contacts with the Town Planning Board, Town Administrator, local boards and committees, developers, public officials and general public requiring perceptiveness and discretion. Makes regular contacts with diverse Town boards and departments. Contacts must reflect a positive image for the Town and promote favorable public relations.

### **SALARY RANGE**

**\$25.00** to **\$36.00** per hour based upon experience. Part-time hours will fluctuate depending upon primary duties described above but will average not more than sixteen hours per week.